

**PROCEDURES FOR REQUESTING A  
COURT APPOINTED INTERPRETER  
FOR A CIVIL PROCEEDING IN CIRCUIT COURT**

The Circuit Court will hire Court appointed interpreters under the following circumstances:

1. Any non-English speaking individual determined to be indigent by the Circuit Court.  
(See Procedures below)
2. Any non-English speaking individual represented by Legal Services of Northern Virginia or the Fairfax Bar Pro Bono Project.
3. Any non-English speaking individual who was appointed an interpreter in either General District Court or Juvenile and Domestic Relations District Court and now requires an interpreter for the appeal in Circuit Court.

**If you previously had an interpreter appointed by a lower Court, or if you are represented by counsel, it is the responsibility of you or your counsel to notify the Civil Docket Clerk at (703) 246-4941 to arrange for an interpreter to be present at your hearing. Requests for interpreters should be made at least one week prior to the hearing date.**

**PROCEDURES:**

Any individual who is not represented by counsel and believes that they do not have the financial ability to hire an interpreter should:

1. Obtain and complete a Financial Statement form and a Request for Interpreter form.  
(Available in Judges' Chambers)
2. Present forms to the Calendar Control Judge in Chambers, located on the 5th floor of the Jennings Building, 4110 Chain Bridge Road, Fairfax, Virginia, between the hours of 8:30 a.m.- 9:30 a.m., Monday through Friday, at least one week prior to the hearing date.
3. The Calendar Control Judge will approve or deny the request.

**If approved:** Contact the Civil Docket Clerk at (703) 246-4941 to make arrangements to have an interpreter present at your hearing.

**If denied:** Make independent arrangements to hire an interpreter who has been approved by the Circuit Court. You will be responsible for the payment of this interpreter. Contact Wendy Hahn at (703) 246-4346 for a listing of approved interpreters.

**REQUEST FOR COURT APPOINTED INTERPRETER  
FOR CIVIL PROCEEDINGS IN THE CIRCUIT COURT**

**Date:** \_\_\_\_\_

**Style of Case:** \_\_\_\_\_

**Versus**

\_\_\_\_\_ **Case Number:** \_\_\_\_\_

**INTERPRETER NEEDED FOR:**

**Name:** \_\_\_\_\_

**Relation to case:** (please circle one) **PLAINTIFF**   **DEFENDANT**   **WITNESS**

**Language needed:** \_\_\_\_\_

**Date(s) Interpreter needed:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Counsel:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**(If any)**

\*\*\*\*\*

**Judge's Use Only**

**Request for Court Appointed Interpreter has been:**   ☐ **Granted**   ☐ **Denied**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*\*\*\*\*

**Docket Clerk Use Only**

**Date request received:** \_\_\_\_\_ **Interpreter assigned:** \_\_\_\_\_

**Date interpreter called:** \_\_\_\_\_ **Hired by:** \_\_\_\_\_

**\*\*PLEASE FORWARD TO DOCKET CLERK WHEN COMPLETED**

(Revised 4/1/02)